

Report for Week Ending 18 March 1959
from
RECORDS DISPOSITION BRANCH

1. Contributions

25X1 Received and approved revised items for OO/FBID records schedule. [redacted]

2. Assignments

25X1 a. Filing Equipment [redacted]

OP/Contract Personnel Division

OP/Records Services Division

OCR/Library

Security/Building 13

OO/Contact Division [redacted]

OO/FDD Translation Index

EE/DD/P

No change from previous report.

Executive Secretary FE/DD/P

25X1 At the request of [redacted] ARO/P/P Staff/RI/DD/P
25X1 25X1 a demonstration of [redacted] equipment has been arranged with the local [redacted] representative.

b. Records Systems

Special Planning Assistant/DD/S [redacted]

25X1

Transmittal of the Records Control Schedule, a Subject-Numeric Index, and the Vital Materials Schedule has been accomplished. At some future date a survey of the Emergency Plans files may be requested. Until such time project is complete.

c. Records Schedules

25X1 OO/FDD [redacted] et al)

Revision of the records control schedule continues.

25X1 OCR [redacted]

No change from previous report.

Support Staff Records/DD/P [redacted]

25X1

Survey continues in FE.

d. Special Projects

Review of Clerical Training in Filing [redacted]

25X1

No change from previous report.

Inventory of OSS Records/RI Archives [redacted]

25X1

25X1 Briefed by [redacted] who is in charge of RI Archives.
Survey began as scheduled.

3. Vital Materials (Kane)

25X1 [redacted] of DD/P accompanied last week's trip
to the Repository to deposit and withdraw vital materials. Also, Mr.
25X1 [redacted] OCR who reviewed certain series of finished intelligence in
the OCR collection.

Arrangements have been made with Mr. Patterson, State Department
for three members of this staff to visit the State relocation
site on Wednesday, 25 March.

25X1 [redacted] DD/S/SPA, has arranged for us to meet with
representatives of the Office of Secretary of Defense to discuss their
Vital Material Program.

Microfilming--

Communications - approximately 50% complete.

OCR/GR - about 25% complete.

Comptroller - to begin in April.

4. News

25X1 [redacted] transferred from this Branch to DD/P/NE area.

25X1 [redacted] FBID is being briefed on the Records Management
Program.



25X1